

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: June 3, 2020

Closing Date: June 11, 2020

**Administrative Specialist II (Pay Grade 8)
Civil Division, Affirmative Litigation Unit, New Castle County**

Job Responsibilities and Duties:

This Administrative Specialist provides administrative support to the Affirmative Litigation Unit housed within the Civil Division in New Castle County. The Affirmative Litigation Unit is responsible for enforcing the rules and regulations of the many boards and commissions that regulate professional conduct in Delaware. This Administrative Specialist will work with three prosecuting Deputy Attorneys General and a Paralegal within the Unit. Duties will include significant telephone, email, and interpersonal interaction with agency personnel and the public.

Minimum Qualifications:

Must be detail-oriented, well-organized and possess good written and oral communication skills. Must be proficient in Microsoft Word and Excel and be familiar with Adobe Acrobat. Must possess excellent spelling, grammar and proofreading skills. Must be able to interact professionally with members of the public, including victims, defendants and defense attorneys. Must be able to answer telephones and take accurate messages. This position will be part of a rotation schedule for the main receptionist when needed.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.